



Job Announcement

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Opening Date:	September 15, 2006	Closing Date:	September 29, 2006
Job Title:	Civil Assistant -Support & Records	Position Type:	Regular Full Time
PIN:	080579	FLSA Status:	Non-Exempt
Location:	Circuit Court for Anne Arundel County Annapolis, Maryland	Grade/Salary Range:	J06 \$27,588 - \$39,849
Financial Disclosure:	No	Entry Range:	J06 \$27,588 - \$32,689 (Depending on Qualifications)

Regular State employees are subject to promotion/demotion policy

Essential Functions: Prepares new case files by reviewing pleadings, typing docket entries and establishing case file folder for the documents. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures, both at the counter and by telephone. Files and retrieves case files. Files pleadings in the proper case file in date order. Delivers case files to courtrooms and judges chambers as needed. Processes request for copies, including true test, certified and exemplified copies. Calculates and totals all court costs and fees to be used in bill for defendant.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous court or legal experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to follow numeric and alphabetic order. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to use independent judgment to discern pertinent information; review comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test(s), not to exceed 5 minutes each. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Robert P. Duckworth, Clerk
Circuit Court for Anne Arundel County
P.O. Box 71
Annapolis, MD 21404
ATTN: Human Resources
FAX: 410-222-1395
Email: ClerksOfficeJobs@aacounty.org

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.